

LOKESH R

FINANCE & ADMIN SUPPORT

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ABOUT ME

Results-driven professional with over 3 years of experience in administrative support and financial operations. Skilled in managing day-to-day office activities, maintaining records, and handling financial entries with accuracy and attention to detail. Proficient in invoice processing, reconciliation, data entry, and supporting accounting functions to ensure smooth business operations. Committed to maintaining efficiency, accuracy, and compliance in all assigned tasks while contributing to overall organizational success.

SKILLS

- Tally accounting package
- Microsoft excel
- General Ledger reconciliation
- Data Entry
- Petty Cash handling
- Book keeping
- Event Coordinator
- Employee Verification
- Document Verification

EDUCATION

MBA (Pursuing)

Open University (2025 - 2027)

Bachelor of Commerce

Presidency college (2021-2024)

LANGUAGE

- ENGLISH
- TAMIL

EXPERIENCE

LGT BUSINESS CONNEXIONS LTD

JUNIOR EXECUTIVE - Admin

2024 - Present

- Managed office operations including supplies, equipment maintenance, petty cash handling, bookkeeping, and maintaining a clean, functional workplace.
- Handled front-office communication such as phone calls, emails, correspondence, and greeting clients/visitors professionally.
- Coordinated schedules including appointments, meeting room bookings, travel arrangements, and event planning/coordination.
- Maintained accurate documentation through data entry, filing systems, reports, and database management (digital and physical records).
- Supported administrative coordination including purchase order processing, vendor communication, and overall office support activities.

FINANCE AND ACCOUNTING

- Performed Tally accounting entries, including sales, purchase, vendor entries, and daily financial data updates with accuracy.
- Handled Microsoft Excel-based reporting, DSR preparation, payment tracking, and daily operational data entry.
- Managed general ledger reconciliation, credit card entries, and ensured proper matching of accounts and transactions.
- Processed vendor invoices, client/vendor knock-off, invoice creation, and maintained payment tracking (daily payment tracker & DSR updates).
- Coordinated with operations team for card tracker updates, pending entries, email follow-ups, and ensured timely financial reporting and documentation.

HR Support

- Assisting with onboarding new employees (preparing documentation, Background verification).
- Maintaining employee records (attendance, leave, performance evaluations).
- Supporting HR in organizing staff events, benefits administration, and conflict resolution.

FRESH TODAY SUPERMARKET

Cashier (2022-2023)

- Handled cash transactions, billing operations, and ensured accurate cash collection and daily cash handling with proper record maintenance.
- Managed daily closing balance, cash reconciliation, and ensured accuracy between sales, cash drawer, and system reports at end of shift.